

Becoming an electronic party on an existing appeals case (Opting in as an attorney)

Attorneys (including pro hac vice attorneys) representing a party on an existing appeals case can use the opt-in feature to begin eFiling and accessing electronic documents on the case. If a self-represented user (pro se) is opted into his/her case, his/her attorney cannot opt into the case to participate in eFiling until the pro se party opts out as an electronic party.

Prerequisites: An eCourts account is required to participate in eFiling; refer to **Registering for an eCourts account** for additional information.



1. Visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password and select the **Log in** button.



The screenshot shows the login page for the Wisconsin appellate court eFiling system. At the top, there is a header with the Wisconsin state seal and the text "Wisconsin appellate court eFiling". Below the header, a message states: "Attorneys and self-represented parties can electronically file and view documents in the office of the Wisconsin Supreme Court and Court of Appeals." The login section is highlighted with a red box and contains the following elements:

- User name:** A text input field.
- Password:** A text input field.
- Log in** button.

Below the login section, there are several links and icons:

- [Terms of use](#)
-  [Create an account](#) or [Check for an existing account](#)
-  [Can't access your account or need a new PIN?](#)
-  [Update account information](#)
-  [Help and technical support](#)

2. Select the **Opt in as an electronic party** hyperlink, the **Opt in** button, or select the **My cases** button and select the **Opt in as an electronic party** hyperlink.



Wisconsin appellate court eFiling

Appeals court Circuit court

new filing in progress my cases **opt in** notifications non-party filing support ready to file Mark Eisenberg

Welcome to the Wisconsin appellate court electronic filing system

This website provides the opportunity for attorneys and self-represented parties to opt in as electronic parties on cases in the office of the Wisconsin Supreme Court and the Court of Appeals.

Once opted in on cases, documents can be electronically filed and viewed.

[File a new case](#)
[In progress](#)
[My cases](#)
[Opt in as an electronic party](#)
[Notifications](#)
[Non-party filing](#)
[Support](#)

3. Enter the **Case number** and the **Party** you represent. Select your email and address if not auto-selected for you.



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Opt in as an electronic party

Enter the case number for the appellate court case, or read [how to opt in to a case](#).

Case number

20ap68

Party

x Smith, Jane x

Email

ccapanalyst@wicourts.gov x

Address

P. O. Box 1069, 308 E. Washington Avenue, Madison, WI, 53701-1069 x

4. If the case number you enter is not considered a pilot case, you will be required to file your Notice of Appearance or Public Defender Order Appointing Counsel document in paper so the clerk can add you as the attorney for a party prior to filing the opt in request.

Opt in as an electronic party

Enter the case number for the appellate court case, or read [how to opt in to a case](#).

Case number

20ap66

Please file a Notice of Appearance or Public Defender Order Appointing Counsel document in paper with the Clerk of the Supreme Court and Court of Appeals Office.

5. If you are filing for a state or local government agency, select the **Yes** radio button.

Are you filing for a state or local government agency?

☒ Yes ☐ No

6. Opting in as an attorney but not a State Public Defender: If you are not on record with the appellate court as representing a party on the case and are not appointed by the State Public Defender Office, upload your notice of appearance document by selecting the **Upload document** button.

Are you appointed by the State Public Defender Office?

☐ Yes ☒ No

Notice of appearance

A notice of appearance must be submitted to opt in. Click the upload document button below to select your document.

Note: Only upload the notice of appearance. Do not attach additional documents.

Upload document

7. Opting in as a State Public Defender: If you are appointed by the State Public Defender Office, select the **Yes** radio button. If you are not on record with the appellate court as representing a party on the case, you will be required to upload your public defender order appointing counsel document by selecting the **Upload document** button.

Are you appointed by the State Public Defender Office?

☒ Yes ☐ No

Public defender order appointing counsel

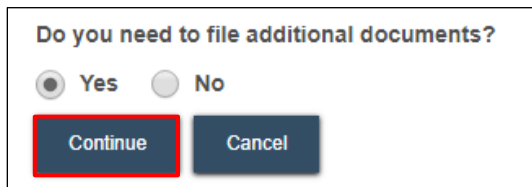
An order appointing counsel must be submitted to opt in. Click the upload document button below to select your document.

Note: Only upload the order appointing counsel. Do not attach additional documents.

Upload document

8. If you need to file any additional documents at this time, select the **Yes** radio button. Select the **Continue** button to display the additional document upload page. Upload your additional

documents, select the document type, and enter a document title. Select the **Continue** button.

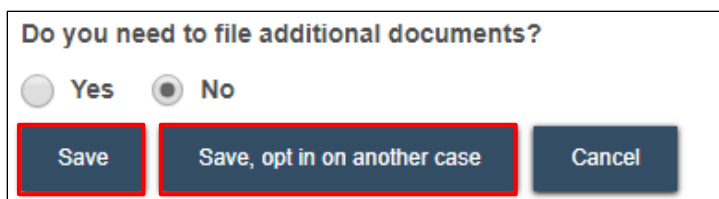


Do you need to file additional documents?

☒ Yes ☐ No

Continue Cancel

9. If you do not need to file any additional documents, select the **Save** button to display the **Ready to File** page or select the **Save and opt in on another case** button to opt in on another case.

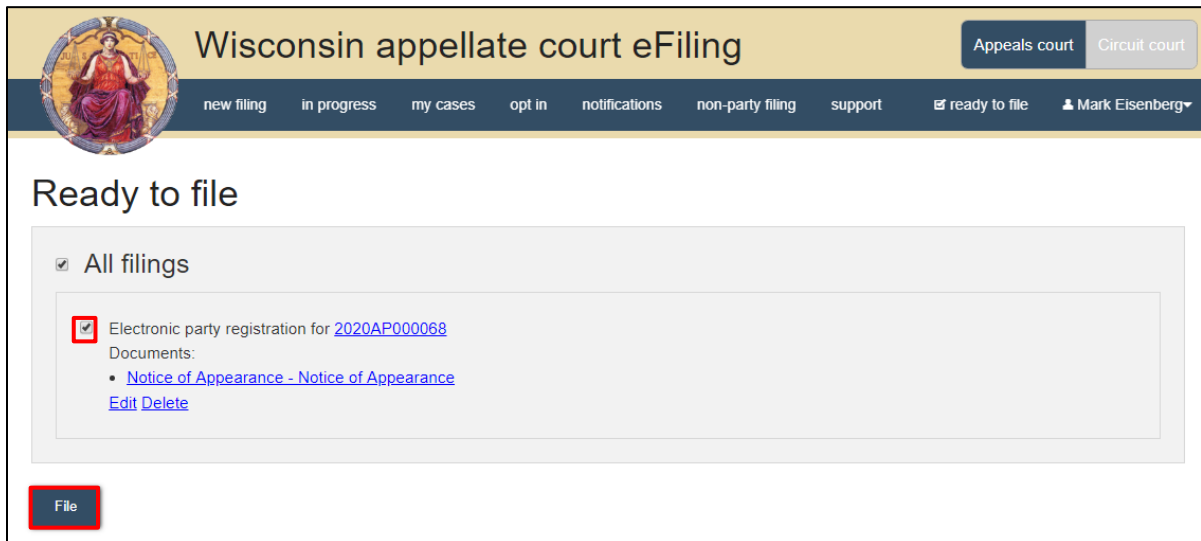


Do you need to file additional documents?

☐ Yes ☒ No

Save **Save, opt in on another case** Cancel

10. On the **Ready to file** page, verify the filing(s) and mark the checkbox next to the electronic party registration(s) you are ready to file. Select the **File** button.



Wisconsin appellate court eFiling

Appeals court Circuit court

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Ready to file

☒ All filings

☒ Electronic party registration for [2020AP000068](#)

Documents:

- [Notice of Appearance - Notice of Appearance](#)

[Edit](#) [Delete](#)

File

11. The **Filings submitted** page lets you know that your filing(s) has been submitted successfully.



12. The opt in request is electronically transmitted to the Clerk of the Supreme Court and Court of Appeals. If no opt in document was required, your request will be automatically processed. If an opt in document was required and filed with your opt-in request, the request(s) to opt in will be processed by the staff in the Clerk of the Supreme Court and Court of Appeals office. Once your opt-in is successfully processed, you will receive an email notifying you that you are now an electronic notice (eNotice) party and the case will display in your **My cases** list. You can now access all electronic documents and eFile documents on the case.